

**COOKEVILLE PLANNING COMMISSION  
MINUTES  
APRIL 27, 2020**

The Cookeville Planning Commission met on Monday, April 27, 2020 at 5:30 p.m., in the Council Chambers, 45 E. Broad Street, Cookeville, Tennessee.

**MEMBERS PRESENT:** Jim Cobb, Tracy Cody, Daniel Odom, James Stafne, Kay Starkweather, Chris Wakefield and Eric Walker

**MEMBERS ABSENT:** Judy Jennings, Leslie Sullins Draper

**STAFF MEMBERS PRESENT:** Jon Ward, Ken Young, James Mills and Haley Dickson

**STAFF MEMBERS ABSENT:** None

**OTHERS PRESENT:** Ben Wheeler, Chris Vick and Tom Sergio

**ESTABLISHMENT OF QUORUM:** Chairman Stafne announced that a quorum was present for the meeting.

**CONSIDER FOR APPROVAL MOVING ACTION ITEM #6 AND #7 FROM STUDY TO ACTION.** Kay Starkweather made the motion to approve moving Action Item #6 and #7 from Study to Action. Tracy Cody seconded the motion and the motion carried unanimously. **APPROVED MOVING FROM STUDY TO ACTION.**

**CONSIDER FOR APPROVAL THE AGENDA AS SUBMITTED.** Kay Starkweather made the motion to approve the agenda as submitted. Eric Walker seconded the motion and the motion carried unanimously. **APPROVED.**

**CONSIDER FOR APPROVAL THE MINUTES OF FEBRUARY 24, 2020.** Eric Walker made the motion to approve the minutes of February 24, 2020. Daniel Odom seconded the motion and the motion carried unanimously. **APPROVED.**

**CONSIDER A RESOLUTION, DETERMINING THAT, DUE TO THE COVID-19 PANDEMIC, MEETINGS OF THE COOKEVILLE MUNICIPAL PLANNING COMMISSION SHALL BE BY ELECTRONIC MEANS AS PERMITTED BY EXECUTIVE ORDER NO. 16. REQUEST SUBMITTED BY STAFF.** Jon Ward stated that Executive Order 16 issued by Governor Bill Lee is an order to ensure that government continues to function openly and transparently during the COVID-19 emergency, while taking appropriate measures to protect the health and safety of citizens and government officials. The Resolution recognizes that the Cookeville Municipal Planning Commission will conduct the April meeting electronically as authorized by the Order.

Kay Starkweather made the motion to approve the request recommended by staff. Tracy Cody seconded the motion and the motion carried unanimously. **APPROVED.**

**CONSIDER FOR ACTION CLOSURE OF AN UNDEVELOPED ALLEY LOCATED BETWEEN EAST 10TH STREET AND TIMBER LANE. REQUEST SUBMITTED BY CHRIS VICK ON BEHALF OF DONNIE SUITS, CAPITAL COMMUNITIES, LLC. MR. DONNIE SUITS HAS REQUESTED THAT THIS ITEM BE POSTPONED UNTIL THE MAY 18TH PLANNING COMMISSION MEETING.** Jon Ward stated that Mr. Donnie Suits, Capital Communities, LLC submitted a request to close and abandon and declare as surplus property for acquisition a portion of an alley located off East 10<sup>th</sup> Street, between the proposed Brighton Park townhome development and properties located off Timer Lane. The portion of the subject alley closure request is approximately 20 feet wide and extends for approximately 245 feet.

**MR. DONNIE SUITS HAS REQUESTED THAT THIS ITEM BE POSTPONED UNTIL THE MAY 18<sup>TH</sup> PLANNING COMMISSION MEETING.**

Kay Starkweather made the motion to approve the request recommended by staff. Jim Cobb seconded the motion and the motion carried unanimously. **APPROVED.**

**CONSIDER FOR ACTION THE FINAL PLAT OF EDGINGTON COURT, A 24 LOT SINGLE FAMILY ATTACHED DEVELOPMENT LOCATED ON WEST BROAD STREET AND CHESTNUT DRIVE. REQUEST SUBMITTED BY JERRY GAW WITH WEST BROAD PARTNERS.**

Jon Ward stated that Mr. Jerry Gaw with West Broad Partners has submitted for approval the Final Plat of Edgington Court, a 24 lot single family attached development of their property fronting West Broad Street and Chestnut Avenue. The preliminary plat was originally approved on March 27, 2017 and was subsequently extended twice and then reapproved for continued development.

**Analysis:** The subject property is identified on Tax Map 53B Group P as Parcel 005.04. The property is zoned CL, “Local Commercial” and consists of approximately 1.77 acres. Adjacent properties to the north and northeast are zoned MS, “Medical Services”, remaining properties to the east are zoned CL as are two (2) parcels to the west. The remaining parcels to the west are zoned CL and RD, “Single-Family and Duplex Residential” respectively. The proposed development consists of 23 building lots and Lot 24 encompasses the remaining common areas. Lots 1-18 front an existing ingress/egress private street proposed to be named Edgington Drive. An additional ingress/egress portion serves as frontage for Lots 19-23. (Public Works previously confirmed that the existing street section had been evaluated and meets city street standards). All units are two (2) bedrooms and off street parking is calculated at the rate of 1.25 spaces per bedroom for a minimum required total of 57 parking spaces. 57 spaces are shown on the plat. The plat depicts a new four (4) foot wide sidewalk that has been constructed along one (1) side of Edgington Drive. There is an existing five (5) foot sidewalk along West Broad Street. Public Works requires that the developer pay \$300 total for the stop signs and street signs.

All of the dwelling units are outfitted with sprinkler systems that meet the National Fire Protection Association design standard 13D. In addition, two (2) existing fire hydrants are within the required proximity for fire protection. Water and sewer lines must be shown on the plat and “as-built” plans for the water system must be submitted to Water Quality Control. In addition, language approved by the Water Quality Control Department shall be added to the plat and the Home Owner Association Agreement (HOA) regarding repair and maintenance of the water system. The Electric Department reports that all electric has been installed underground per CED specifications and easements have been provided.

Solid waste management is to be provided using dumpsters as shown on the plat. Public Works requires that street construction must be completed as well as completion of the two (2) detention ponds depicted on the plat. Furthermore, provision for the maintenance and repair of the detention ponds shall be included in the HOA. All of the property including the driveways, parking areas and other common areas and infrastructure components are private. Repair and maintenance of all common elements will be covered under a homeowner’s association agreement that is to be submitted in a timely manner after the final plat is recorded.

**Recommendation:** Conditional approval of the final plat subject to the following:

- Developer must submit water and sewer plans to the Water Quality Control Department
- Plat shall depict the water and sewer lines
- Language added regarding repair and maintenance of the water system shall be added to the plat as well as incorporated in the HOA
- Developer shall provide a draft of the HOA for review by Water Quality Control and Public Works before the plat can be finalized for recording
- Developer to pay Public Works \$300 for signage
- Completion of corrections or additions to the plat as determined necessary by the Planning Department and/or other appropriate city departments
- The recorded HOA shall be submitted to the Planning Department in a timely manner after the final plat is recorded

Kay Starkweather made the motion to approve the request recommended by staff. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED.**

**HOLD A PUBLIC HEARING AND CONSIDER FOR ACTION RENAMING A PORTION OF WEST 8TH STREET FROM THE TENNESSEE TECH QUADRANGLE WEST TO STADIUM DRIVE AND NAMING A NEW STREET FROM STADIUM DRIVE WEST TO NORTH WILLOW AVENUE TO WINGS UP WAY. TENNESSEE TECH UNIVERSITY HAS REQUESTED THAT THIS ITEM BE MOVED FROM STUDY TO ACTION. MOVING THIS ITEM FROM STUDY TO ACTION REQUIRES THE APPROVAL OF THE PLANNING COMMISSION.** Jon Ward stated that Tennessee Tech University has submitted a request to rename a segment of West 8<sup>th</sup> Street and name a new street to Wings Up Way.

**Analysis:** Tennessee Tech is nearing completion of the new Student Recreation Center located on West 7<sup>th</sup> Street, North Willow Avenue and a newly constructed street north of the new building. The new Student Recreation Center was assigned a temporary address of 255 West 7<sup>th</sup> Street during construction. The main entrance of the new Student Rec Center is located on the new street. Tennessee Tech has requested that the newly constructed street be named Wings Up Way. The newly constructed street is contiguous to the east with a segment of West 8<sup>th</sup> Street that terminates at the Tennessee Tech Quadrangle. Tennessee Tech has requested to change the name of this portion of West 8<sup>th</sup> Street to Wings Up Way. The new street and the portion of West 8<sup>th</sup> Street are private streets owned and maintained by Tennessee Tech University. There are five (5) buildings with street numbers located on this segment of West 8<sup>th</sup> Street, and no addresses other than Tennessee Tech buildings are affected by the proposed change.

The procedure for street naming and renaming is found in Title 16, Chapter 2 of the Cookeville Municipal Code. The Municipal Code requires the Planning Commission to approve naming or renaming of streets within the City. No additional property owners are affected by the request and Putnam County E-911 has reviewed and approved the proposed name change. Approval of naming or street renaming shall become effective thirty (30) days following approval by the planning commission unless otherwise specified at the time of approval.

**Recommendation:** Approval of the request to name a new street from North Willow Avenue to Stadium Drive and rename a segment of West 8<sup>th</sup> Street from Stadium Drive to Quadrangle to Wings Up Way.

Tracy Cody made the motion to approve the request recommended by staff. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED.**

**CONSIDER FOR ACTION THE RESERVE PRELIMINARY PLAT PHASES II, III, AND IV, 101 SINGLE FAMILY DETACHED RESIDENTIAL LOTS. SUBMITTED BY DESIGN DEVELOPMENT, LLC. DESIGN DEVELOPMENT, LLC HAS REQUESTED THIS ITEM BE MOVED FROM STUDY TO ACTION. MOVING THIS ITEM FROM STUDY TO ACTION REQUIRES THE APPROVAL OF THE PLANNING COMMISSION.**

Jon Ward stated that Mr. Tom Sergio, on behalf of Design Development of TN LLC, has submitted for approval a Preliminary Plat of the Reserve at the Country Club Phases II, III and IV Subdivision, a proposed 101 lot subdivision located off Reserve Drive adjacent to Phase I. The area proposed for these phases is identified as the remainder of Parcel 027.00 on Tax Map 41 and consists of approximately 26.140 acres. Phase I was started in 2008 and approximately 75% of the lots have been developed to date. In September 2017 the Planning Commission granted conditional approval of a Phase II preliminary plat consisting of 23 lots on approximately 4.11 acres. The developer allowed this plat to expire and resubmitted it for re-approval which was granted in June 2019. Since that time, the developer has encountered topographic constraints on the Phase II property area. Mr. Sergio subsequently requested to withdraw the Phase II plat and to redesign the remainder of the parent tract in its entirety as Phases II, III and IV consisting of 101 lots on approximately 26.140 acres.

**Analysis:** The property proposed for development as well as adjacent areas, are all zoned RS-5, Single Family Residential. Phase II will entail the extension of a new looped section of Nicholas Avenue that will connect into Candyland Drive. A new street proposed as Mountain Reserve Drive is to be built in Phase II and will connect from Reserve Drive to the north and to Eagle Drive in the southwest. A currently unnamed cul-de-sac is proposed for construction in Phase IV off of Reserve Drive. The new phases all involve the extension of water and sewer service, the provision of additional fire hydrant and the installation of underground electrical service. New three (3) foot wide sidewalks are to be constructed along each side of the new streets that will mimic the width of the sidewalks constructed in Phase I. However, Public Works states that the current ADA requirements mandate a five (5) wide passing lane every 200 feet which must be shown on the plat and submitted street plans. Rain gardens are to be constructed on each lot and on the street between the curb and sidewalk as the lots are developed as is underway in Phase I. However, some of the smaller lots on the west side of the property may require treatment in an area outside of any of the building lots. This will be evaluated by Public Works upon the submission of grading and drainage plans before construction on the site may proceed.

There is a wetland area in the proposed subdivision that the developer is currently having delineated as required by Public Works to determine if mitigation is warranted. Public Works further stipulated that a 30' wide wetland buffer will be required. In addition, it was noted that there are known flooding problems to the north of the development and additional measures will be needed to prevent additional flooding in the area of the development that drains to the north.

**Recommendation:** Conditional approval of the preliminary plat subject to the following:

- Developer must schedule and attend a pre-construction meeting with all the appropriate city departments
- Developer must submit a roadway plan and profile with storm sewer and sidewalk details to the Department of Public Works. Plan shall include typical road section, subgrade, base width, asphalt width and 2:1 slopes
- Developer shall submit grading plans including drainage plans, storm water detention and water quality upon request to the Department of Public Works
- Developer must submit state approved water and sewer plans to the Water Quality Control Department

- Developer shall submit plans for the installation of underground electric per the Electric Department design requirements
- Completion of corrections or additions to the plat as determined necessary by the Planning Department and/or other appropriate city departments

Kay Starkweather made the motion to accept the items for study. Daniel Odom seconded the motion and the motion carried unanimously. **APPROVED.**

**STUDY ITEMS:**

- (1) Consider for study the rezoning of approximately 4.86 acre portion of Tax Map 067A, Group F, Parcel 040.00 from CR (Regional Commercial) to RD (Single Family and Duplex Residential). Request submitted by Jerry C. Gaw.
- (2) Consider for study request to close, abandon, and declare as surplus property a portion of undeveloped Poplar Avenue right-of-way. Request submitted by Burton Nelson.
- (3) Consider for study the preliminary plat of Concord Subdivision, 29 lots located on East Jere Whitson Road. Request submitted by Dealmakers.
- (4) Consider for study the preliminary plat of W.P. Brown Subdivision, 14 lots located at 1501 Bunker Hill Road. Request submitted by Willow Park Partners.
- (5) Consider for study the rezoning of 2.15 acres located on Buck Mountain Road, Tax Map 52, Parcel 07.00 from RS-10 (Single Family Residential) to PRD (Planned Residential Development). Request submitted by Donnie Suits, Capital Communities.
- (6) Consider for study zoning code amendment relative to extending deadlines during a natural disaster or emergency declaration. Request submitted by staff.

Kay Starkweather made the motion to accept the items for study. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED.**

**STAFF REPORTS:**

- (1) Minor plats approved & recorded:
  - 2 lot subdivision for lot 2 of the re-division of Windsor Hills Island Division – Jerry & Paul Gaw
  - 2 lot subdivision for the re-division of lot 1 of Fortis Institute Division – Demontburn Park Holdings & Randolph & Parks (J.D. Parks)

**ADJOURNMENT: 6:01 P.M.**

**SUBMITTED FOR APPROVAL**

**SUBMITTED FOR RECORDING**

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**HALEY DICKSON**  
**PLANNING ASSISTANT**

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**JIM STAFNE, CHAIRMAN**  
**COOKEVILLE PLANNING**  
**COMMISSION**